

## Introduction

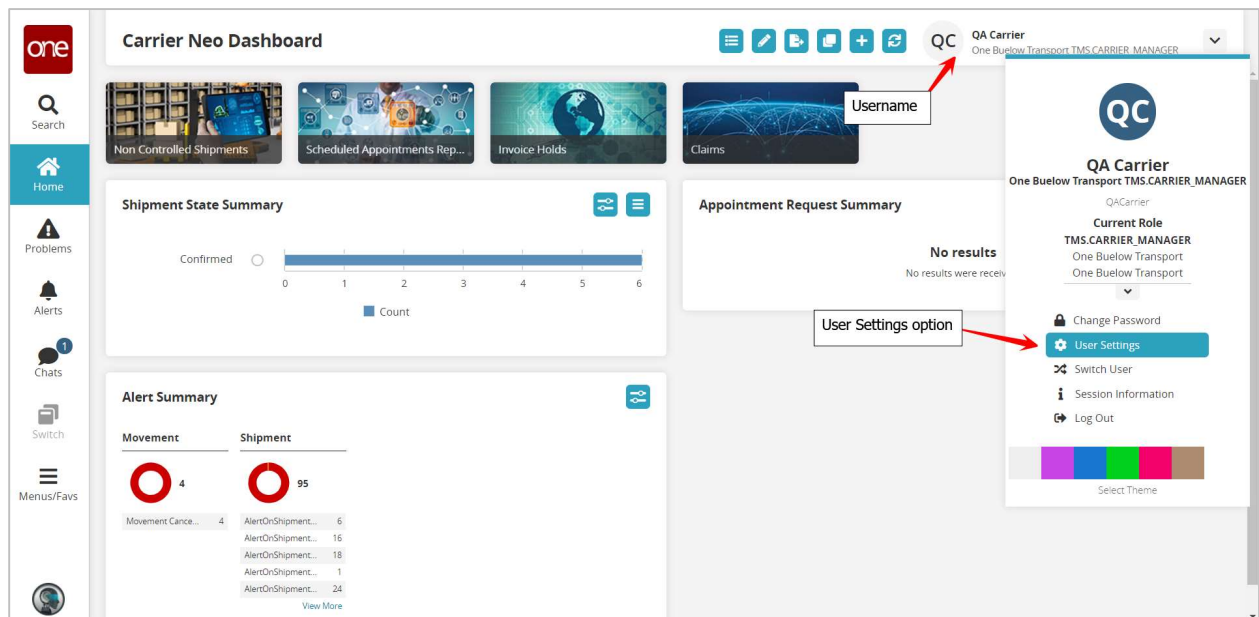
This document provides a quick guide explaining how to setup user settings using the One Network system.

Note – this Quick Guide is for the NEO UI

## User Settings

1. Login to the One Network system.
2. User settings are defined and configured on your **User Settings** screen.

To open your **User Settings** screen, click on your **Username** located in the top right corner of the screen and then select the **User Settings** option.

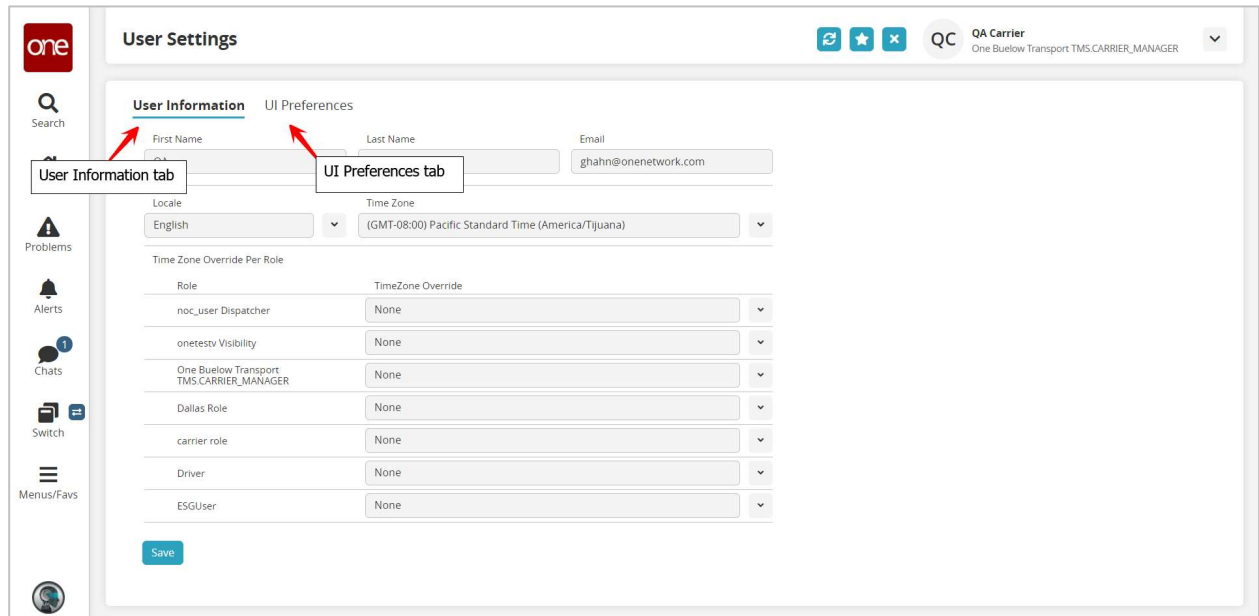


3. The **User Setting** screen displays.

There are two tabs on the screen: **User Information** and **UI Preferences**.

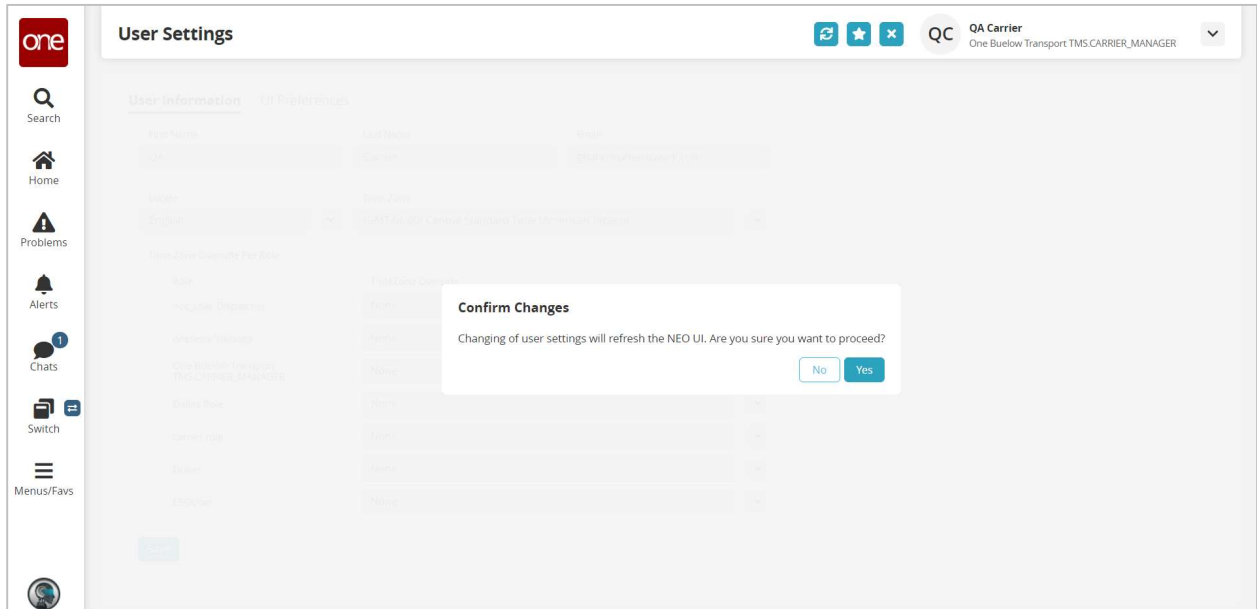
When first opening the **User Settings** screen, the **User Information** tab will be selected by default.

User-related information is maintained on the **User Information** tab such as your name, your email address, your language/locale and your time zone. To update any information, make changes as desired and then click the **Save** button.



4. After clicking the **Save** button, a confirmation popup displays. Click the **Yes** button on the popup to confirm your changes.

Note – once this is done, the NEO UI will refresh back to its starting point and any open screens would close.



5. Select the **UI Preferences** tab.

Following describes the main fields under this tab:

**Max Open Perspectives** – this defines the number of maximum perspectives/screen that can be opened. Choices in the drop-down list consist of: 8, 10 or 12.

**If Exceeds Max Open Perspective** - this defines what the system should do once the maximum number of opened perspectives/screens is reached. Choices in the drop-down list consist of: **Warning** or **Auto-Close**. Using the **Warning** setting will display a warning message once a new perspective is attempted to be opened which would exceed the **Max Open Perspectives** value – user would then have to close one or more perspectives to open the new perspective. Using the **Auto-Close** setting will close the earliest-opened perspective once a new perspective is opened that exceeds the **Max Open Perspectives** value – the number of perspectives opened will be kept at the **Max Open Perspectives** value.

The screenshot displays the 'User Settings' window with the 'UI Preferences' tab selected. The window title is 'one' and the user is identified as 'QA Carrier' with the role 'One Buelow Transport TMS CARRIER\_MANAGER'. The settings are organized into several sections:

- User Information:** Includes 'Max Open Perspectives' (set to 8), 'If Exceeds Max Open Perspective' (set to Warning), and 'NEO Animations' (disabled).
- Data Display:** Includes settings for 'Number' (Decimal Separator: ., Minimum Fraction Digits: 0, Number Of Digits In Group: 123,456,789) and 'Grouping Separator' (set to ,).
- Currency:** Includes settings for 'Decimal Separator' (set to .), 'Minimum Fraction Digits' (set to 2), 'Number Of Digits In Group' (set to 123,456,789), and 'Grouping Separator' (set to ,).
- Time:** Includes 'Time Separator' (set to :), 'Time Zone' (checked), and 'Show AM PM Symbol' (checked).
- Date:** This section is currently empty.

- You can also specify how certain data is displayed in the system such as numbers, currency, time and dates. These settings are listed under the **Data Display** section on the **User Settings** screen.

On various screens within the system, numbers and currency are listed which you can set how you want these numbers and currency to be displayed. In addition, on various screens within the system, dates and times are listed such as on the **Movement/Shipment Summary** screen and on the **Appointment Details** screen. The time zone defined under the **User Information** tab can be configured so the associated time zone is displayed along with these dates and times.

